

OFFICE OF FINANCIAL AND INSURANCE REGULATION

JOB VACANCY NOTICE

CLASS/LEVEL: Financial Institutions Manager 13

DIVISION/SECTION: Licensing & Product Review Division/Consumer Finance Section

DEADLINE TO RESPOND: 7-17-08

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INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-45, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                 |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Statewide Travel                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
| PAY RANGE               | \$24.34-\$35.41                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                 |
| DESCRIPTION OF POSITION | Perform as Examiner-in-Charge (EIC) of the most complex examinations and investigations of mortgage loan officers as required by the First Mortgage Act (PA 59 of 2008, PA 60 of 2008, PA 61 of 2008, PA 62 of 2008, PA 63 of 2008, PA 64 of 2008, PA 67 of 2008, PA 68 of 2008, PA 69 of 2008, PA 70 of 2008, PA 71 of 2008 and PA 72 of 2008).                 |                                                                                                                                 |
| EDUCATION               | Possession of Bachelor's degree with a business major. Degree program must include completion of a business core curriculum consisting of courses in finance, law, marketing, management, and 8 semester (12 term) credits in accounting.                                                                                                                        |                                                                                                                                 |
| EXPERIENCE              | Four years of professional experience evaluating and determining safe and sound operating practices through annual examination of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes, including two years equivalent to an experienced level Financial Institutions Examiner P11. |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                     | OFIR 08-45                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                         | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-45, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                 |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                             | (517) 335-1450                                                                                                                  |

and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

**State of Michigan**  
**Department of Civil Service**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state  
confidentiality requirements protect  
a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                                      |                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                        | <b>8. Department/Agency</b><br>LABOR & ECONOMIC GROWTH                                                                        |
| <b>3. Employee Identification Number</b>                                                                             | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL & INSURANCE REGULATION                            |
| <b>4. Civil Service Classification of Position</b><br>FINANCIAL INSTITUTIONS MANAGER 13                              | <b>10. Division</b><br>OFFICE OF REGULATORY COMPLIANCE & CONSUMER ASSIST                                                      |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>MANAGER                                 | <b>11. Section</b><br>REGULATORY COMPLIANCE DIVISION                                                                          |
| <b>6. Name and Classification of Direct Supervisor</b><br>PAMELA BAKER, DEPARTMENTAL MANAGER 14                      | <b>12. Unit</b><br>CONSUMER FINANCE SECTION                                                                                   |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>MARK WEIGOLD, FINANCIAL INSTITUTIONS MANAGER 15 | <b>13. Work Location (City and Address)/Hours of Work</b><br>*ASSIGNED TO THE FIELD<br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

**14. General Summary of Function/Purpose of Position**

Perform as Examiner-in-Charge (EIC) of the most complex examinations and investigations of mortgage loan officers as required by the First Mortgage Act (PA 59 of 2008, PA 60 of 2008, PA 61 of 2008, PA 62 of 2008, PA 63 of 2008, PA 64 of 2008, PA 67 of 2008, PA 68 of 2008, PA 69 of 2008, PA 70 of 2008, PA 71 of 2008 and PA 72 of 2008).

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**

**% of Time 75**

EXAMINER-IN-CHARGE (EIC)

**Individual tasks related to the duty.**

- As EIC, directs examiners in a complex on-site work environment and is responsible for evaluating examiner performance, production and behavior. Perform as EIC of the most complex on-site examinations, with the highest risk to ensure they are operating in a safe and sound manner and in accordance with state and federal statutes. Responsible for presenting findings and recommendations to management and for submitting a completed report of examination to the manager.
- Responsible for the scheduling and conduct of on-site examinations, that the scope of each examination is within standards and that findings and recommendations are presented to OFIR management. Oversee the follow-up of recommended corrective actions to ensure that appropriate action is taken. Responsible for ensuring that reports of examination meet bureau and federal standards.
- Responsible for identifying examiner skill deficiencies and training needs.
- Position may investigate consumer complaints involving regulated institutions.

Duty 2

**General Summary of Duty 2**

**% of Time 15**

PROBLEM LICENSEE RESPONSIBILITY

**Individual tasks related to the duty.**

- Responsible for the examination and investigation of loan officers and for the follow-up of problem situations. Responsible for monitoring resolutions, and follow-up of problem situations. Responsible for the training of lower level examiners which include on-the-job training and individual tutoring to improve performance and reduce skill deficiencies. May participate in compliance and settlement conferences, testify in administrative and civil hearings and court proceedings and monitor compliance with stipulations, consent orders and final orders as necessary. Advise and assist law enforcement and other government agencies in investigating related matters of a civil nature. Appear and testify as an expert witness when requested or subpoenaed. Participate in compliance or settlement conferences arising from formal charges.

Duty 3

**General Summary of Duty 3**

**% of Time** 10

SUPERVISORY EXAMINER

**Individual tasks related to the duty.**

- Act on behalf of supervisor in his/her absence. Helps interpret policies and procedures. Aids regional supervisor by guiding lower-level examiners and by contributing to division's maintenance of professionalism, innovativeness and responsiveness to examination techniques. Participate in the career development and training of bank examiners, revising examination procedures, developing examiner seminars/conferences, teaching examiner courses and various regulatory related projects. Advise management of pertinent problems and recommend appropriate supervision plans. Follow up on recommended corrective actions to determine if appropriate action is taken by loan officers. May be assigned to review reports of examination and special projects such as updating examination procedures and training manuals.

Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Implement an exceptional regulatory recommendation or corrective action. Adjustments in the scope of an on-site examination when unforeseen/questionable procedures or practices occur which may affect the outcome of the examination and the entity's overall performance rating.

- 17. Describe the types of decisions that require your supervisor's review.**

Decisions that are not covered by examination procedures, bureau policy or guidelines.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Field examiners are temporarily assigned to various locations throughout Michigan and U.S. for one or two days up to several weeks. Their duties and tasks are performed in temporary office facilities provided by the financial institution being examined and include considerable sitting, occasional standing and walking, limited lifting, periodic microcomputer usage and normal office routines. Position requires daily in-state travel by automobile and out-of-state travel usually by air. Overnight travel is required.

- 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
| Vacant      | FIE 9-P11          |             |                    |
| Vacant      | FIE 9-P11          |             |                    |

- 20. My responsibility for the above-listed employees includes the following (check as many as apply):**

- |                                                                        |                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" type="checkbox"/> Train employees in the work.      |

- 21. I certify that the above answers are my own and are accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**  
I agree.

- 23. What are the essential duties of this position?**

Perform as supervisor responsible for the examination and investigations of Loan Officers. Perform as EIC of the most complex examination and examinations, and to ensure that assigned examiners receive on-the-job training.

- 24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position.

- 25. What is the function of the work area and how does this position fit into that function?**

This section is responsible for examination and investigation and licensing non depository financial institutions as required by the statutes. Position performs as EIC of the most complex examinations and investigations



**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of Bachelor's degree with a business major. Degree program must include completion of a business core curriculum consisting of courses in finance, law, marketing, management, and 8 semester (12 term) credits in accounting.

**EXPERIENCE:**

Four years of professional experience evaluating and determining safe and sound operating practices through annual examination of state chartered depository and state licensed non-depository financial institutions in accordance with state and federal statutes, including two years equivalent to an experienced level Financial Institutions Examiner P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to learn, retain & apply complex financial theory and statutory requirements and function in a field/group environment with on-the-job supervision.
- Knowledge to analyze and assess the financial condition of financial services entities.
- Ability to make decisions that significantly impact operations and earnings.
- Ability to work and communicate effectively with entities' executives and OFIS management and other state regulators.
- Employee must exercise considerable tact and diplomacy in dealing with complex, sensitive and confidential regulatory matters while conducting on-site examinations.
- Ability to complete assignments within work schedules, work under considerable outside pressure and handle multiple and changing priorities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

**29. I certify that the entries on these pages are accurate and complete.**

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date